

## OVERNIGHT CONFERENCE PACKAGE

### Includes:

- **Morning Tea** – Chefs Selection delivered to your conference room
- **Lunch** – Chefs Selection working style lunch in the dining area
- **Afternoon Tea** – Chefs Selection delivered to your conference room
- **Dinner** – Chefs Selection 3 Course alternate placement meal
- **Accommodation** – Your choice of a single or twin- share room
- **Breakfast** – Full Hot and Cold Buffet served daily from 7.00am
- **Tea & coffee** - Served at Morning Tea, Lunch & Afternoon Tea
- Conference package does not include Soft-Drink, Orange Juice or Specialty Coffees.
- Continuous Tea & Coffee is available for an upgrade of \$5.50pp per person per day and ensures that Tea and Coffee is available from the time of arrival.
- Final day catering includes – Morning Tea, Lunch and Afternoon Tea

**\$255.00**

Per Person  
Single

**\$200.00**

Per Person  
Twin Share

**\$ 50.00**

Per Person  
Final Day  
Catering

**\$230.00**

Per Day Conference Room Hire for up to 40 people  
(\$460.00 per day for 41 or more people)

#### Your Conference Room Hire includes:

- 1 Flipchart and 2 Pens
- 1 Projection Screen
- 1 Standard Whiteboard and 2 Pens
- Note Pad & Biro for each delegate
- Water & Mints in your conference room

## DAY CONFERENCE CATERING PACKAGE

### Includes:

- **Morning Tea** – Chefs Selection delivered to your conference room
- **Lunch** – Chefs Selection working style lunch in the dining area
- **Afternoon Tea** – Chefs Selection delivered to your conference room
- **Tea & coffee** – Served at Morning Tea, Lunch & Afternoon Tea
- Conference package does not include Soft-Drink, Orange Juice or Specialty Coffees
- Continuous Tea & Coffee is available for an upgrade of \$5.50pp per Person per day and ensures that Tea and Coffee is available from the time of arrival

**\$ 60.00**

Per Person  
Day Catering

**\$230.00**

Per Day Conference Room Hire for up to 40 people  
(\$460.00 per day for 41 or more people)

#### Your Conference Room Hire includes:

- 1 Flipchart and 2 Pens
- 1 Projection Screen
- 1 Standard Whiteboard and 2 Pens
- Note Pad & Biro for each delegate
- Water & Mints in your conference room

## ADDITIONAL EXTRAS, UPGRADE OPTIONS AND EQUIPMENT HIRE MENU

Continuous Tea & Coffee	\$ 5.50 Per Person	Plasma TV 42" (106cm) Widescreen	\$200.00
Bottled Water in Conference Room	\$ 3.50 Per Bottle	Plasma TV (With DVD or VCR)	\$220.00
Upgrade to a 2 Course Lunch	\$ 5.50 Per Person	Data Projector (Does not include Laptop)	\$160.00
Upgrade to a Seafood BBQ Dinner	\$10.00 Per Person	Data Projector & Laptop	\$240.00
Whole Fruit Basket in Conference Room	\$25.00 Per Day	TV & Laptop	\$120.00
Jug of Orange Juice	\$10.50 Per Jug	DVD/VCR Player (Combo) & TV	\$ 60.00
Jug of Soft Drink	\$ 9.50 Per Jug	VCR or DVD Player with TV	\$ 60.00
		Portable CD Player	\$ 20.00
Tai Chi Class (45 Minutes)	\$ 60.00 Per Class	Additional Projection Screen	\$ 20.00
		Additional White Board	\$ 40.00
		Additional Flip Chart with Paper	\$ 35.00
		Overhead Projector	\$ 40.00
		Blu Tac (Per Strip)	\$ 1.80
		Additional Sheets of Flip Chart Paper only	\$ 1.80
		Additional White Board Markers	\$ 3.50

# VENUE SERVICES AND FACILITIES

## VENUE

Clear Mountain Lodge is situated between Albany Creek and Samford, only 40 minutes North West from Brisbane's CBD and Airport. In this quiet and peaceful atmosphere with panoramic views of The Glasshouse Mountains, Moreton Island, Samford Valley, and Brisbane City, guests are able to escape the pressures of city life and concentrate on the work at hand. The property has 8 Air-conditioned conference rooms with a capacity of up to 250 guests. A range of AV equipment is available and we can also assist you with team building activities and facilitators or speakers, which will make your conference an even greater success.

## ROOM FACILITIES

- Direct Dial ISD/STD & Internet Access
- Heaters/Fans/Air-conditioning
- Iron & Ironing Board
- Hair Dryers
- Mini Bar
- Private Balconies
- Tea & Coffee Making Facilities
- TV with Foxtel & In-house Movies

## RESTAURANT & CONFERENCE MEALS:

The Restaurant is open for Breakfast, Lunch and Dinner 7 days. Bookings are ESSENTIAL on (07) 3298 5100

The meals included in your conference package however, are all pre arranged with us (on your Conference Management Form) and a booking is not necessary for these meals.

## GUEST FACILITIES & SERVICES:

Clear Mountain has 53 accommodation rooms each with its own private balcony and fabulous bush, lake & city views. Guests can relax at the end of the day by using any of our facilities or simply enjoy the company of others in our guest lounge and fully licensed bar.

## LAUNDRY:

Guests have the use of washing machines and dryers complimentary in our guest laundries. Laundry powder is available for purchase from the Reception Desk

## TAI CHI :

Begin your day of conferencing with a class of Tai Chi before breakfast. Advance booking are essential and dependent on instructor's availability. Charges Apply Per Class

## OFFICE SERVICES:

Typing, photocopying and faxing (Sending and receiving) services are available at reception. Charges apply.

## TEAM BUILDING SUGGESTIONS

**Any team building event is and investment in your human resources.**

## **STUART CAIRNS**

Physical and mental problem solving activities. Unique performance enhancing activities, tailor made to your groups requirements, to achieve your desired outcome. Designed to promote achievement through teamwork.

**Mobile:** 0408 262 768

## **HUMAN RHYTHMS**

Get your team working in perfect harmony. For the duration of the Human Rhythms presentation, delegates become performers rather than spectators, and through this experience, learn the importance of a team and its reliance on the individual.

[www.humanrhythms.com.au](http://www.humanrhythms.com.au)

**Telephone:** 1800 00 DRUM (3786)

**Mobile:** 0408 RHYTHM (749 846 )

## **BREAKOUT ADVENTURES**

Prices upon application. Can facilitate on or off site.

[www.breakoutadventures.com.au](http://www.breakoutadventures.com.au)

**Telephone:** Tom Law 0409 274 502

## **WELCOME HORSERIDING**

Located at Samford 15 minutes from Clear Mountain

**Telephone:** 32894644

## **LASER SKERMISH**

Can come to Clear Mountain

Prices range from: \$47.00 per person 3 ½ hours minimum 15 players

\$39.00 per person 2 ½ hours 20 players or more

**Telephone:** Nicole/Peter: 1300 666 559

## **PAINT BALL SKERMISH**

Located at Samford 5 mins from Clear Mountain

Prices range from: \$29.50 to \$97.50 per person for 3 hour games

**Telephone:** Jan 38864644

# CONFERENCE TERMS AND CONDITIONS

**To ensure that your expectations are met during your stay at Clear Mountain Lodge, we ask that you read and understand our Terms and Conditions. Please ask if there is anything you are unsure of.**

## **SPECIAL DIETARY REQUIREMENTS**

Our Executive Chef is happy to cater for your special dietary requirements if notification of ALL specific needs is given with confirmation of your final numbers **not less than 5 days prior** to your conference groups arrival. Due to the volume of delegates being catered for on a daily basis by our kitchen, notifying us in advance is ESSENTIAL to avoid disappointment.

## **OFFICE HOURS**

Reception is open 7.00am to 5.00pm 7 days per week unless otherwise signed. Outside these hours incoming emergency calls will be connected to the on-site general manager.

## **OPENING AND CLOSING TIMES**

All facilities and areas are available from 7.00am. The pool is available from 6.30am until 9.00pm. The bar is open at the discretion of management.

## **CONFIRMATION OF RESERVATIONS AND DEPOSITS**

A reservation will only be considered as confirmed on receipt of the full deposit requested being received within 7 days of making the booking, Clear Mountain Hotel and Conference Centre reserves the right to cancel any booking if deposits have not been received by the due date.

## **CONDITIONS**

Conference package prices are subject to change without notice. Meal styles are subject to change without notice. Conference package prices are offered as net rates and are **Non Commissionable**.

## **PAYMENT OF ACCOUNT**

Conference Invoices will be prepared as **one master account only** for each conference. The meeting organiser must clearly notify on the Conference Order of Events the incidental items that are the responsibility of the individual ie beverage, phone calls, mini bar. Clear Mountain will endeavour to claim these incidental charges upon departure. Should a situation arise of individual delegate accounts remaining unpaid after departure, these accounts will be added to your master account. You may then recover costs from your delegates. Your final tax invoice will be forwarded by e-mail to the organiser of the conference once the conference has taken place. This will be a maximum of a 30 day account. ALL Incidentals are to be paid for on departure.

**Charges will be rendered according to the number of people attending the conference or the number confirmed 5 working days prior - which ever is greater. Any cancellations or changes, either individual or group, are required in writing 5 working days prior.**

## **CANCELLATIONS**

Notice given 28 days or more out from your expected arrival, **100% refund** will be given.

Notice given 14 days or more in advance but less than 28days, **50% refund** will be given.

Notice given less than 14 days out from your expected arrival, **nil refund** will be given.

Any cancellations either individual or group is required in writing.

## **DAMAGE AND INSURANCE**

Clear Mountain Hotel will not accept any responsibility for the damage or loss of equipment or belongings left on the property, prior to, during or after the conference. It is a condition of occupancy that Clear Mountain Lodge is not liable for damage to or loss of property, which the occupier or guests may incur on these premises, or any injury incurred through the use of the property.

We request that displays or fixtures are not glued or pinned to the walls of the rooms or foyers.

All equipment belonging to the conference must be removed on departure.

The organiser of the meeting will be held responsible and charged for damages caused to hotel property during the course of the event by the attendees. There will be an additional cleaning charge if soiling on carpets occurs or there is an unreasonable amount of cleaning to be done, following the conference, either in conference rooms or accommodation rooms.

## **SMOKING**

Smoking is **not** permitted in any of our hotel buildings including accommodation rooms. Ashtrays are provided on the decks and in the public areas. Please dispose of your waste thoughtfully.

## **DRESS STANDARD**

Queensland informal is acceptable, but shoes and shirts are required while in dining and lounge areas.

## **CAR PARKING**

Car parking is free of charge. If the carparks are full, please use the grass strip along the road side or ask our staff where is the best place for you to park.

## **CONFERENCE ROOM**

Each conference will have one (1) conference room allocated for the group's use. Extra conference space may be purchased or alternatively public outdoor and indoor areas are available to all guests free of charge. Basic conference material and equipment are included in the conference room hire of your main conference room only. Quoted charges include **one initial set up for conference room** as per organisers instruction on the Conference Management Form. Should you require changes to the original set up during the conference, there will be additional charge based on staff labour costs and time spent on resetting. Sufficient notice for this must be given to ensure staff are available.

**Whilst every effort is made to provide you with your preferred conference room, provision of such, is subject to availability.**